

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	3.381
	STATE OF HAWAII	3.382
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Minimum Qualification Specifications
for the Classes:

PROGRAM SPECIALIST (SUBSTANCE ABUSE) III, IV & V
[PRGM SPCLT (SUBSTANCE ABUSE) III, IV & V]

Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree in sociology, social work, psychology, public health or other related major.

Excess work experience of the type and quality described below, or any other administrative, professional or analytical work experience which provided the knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree in one of the major areas specified above may be substituted for the Education Requirement on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents, read and interpret complex written material, and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided elsewhere in this specification, applicants must have had progressively responsible experience of the kind and quality described below and in the amounts shown in the following table, or any equivalent combination of training and experience.

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Class Title	General Exp (Yrs)	Spclzd Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
Prgm Spclt (Substance Abuse) III	1-1/2	0	0	1-1/2
Prgm Spclt (Substance Abuse) IV	1-1/2	1	0	2-1/2
Prgm Spclt (Substance Abuse) V	1-1/2	2	*	3-1/2

General Experience: Progressively responsible experience in social work, public health or other related fields which required knowledge of current social and economic conditions, community organizations and the services and/or programs they offer to the community relative to alcohol and drugs, the prevention of substance abuse and the treatment and rehabilitation of substance abusers.

Specialized Experience: Progressively responsible experience which demonstrated the ability to conduct studies and analyses of programs or projects through active participation in the planning, coordination, development and/or evaluation of programs and/or program activities relative to alcohol and drugs, the prevention of substance abuse and the treatment and rehabilitation of substance abusers. This experience must have been equivalent in scope and complexity to that of the next lower level in this series.

*Supervisory Experience: Work involved in supervising others performing specialized work as described above. In addition to a comprehensive knowledge of the subject matter area, the experience must have provided applicant's knowledge of and demonstrated ability to: 1) plan, organize and direct the work of others; 2) assign and review their work; 3) advise them on difficult problem areas; 4) time and schedule their work; 5) train and develop new employees; and 6) discipline them when necessary.

Supervisory Aptitude rather than actual supervisory experience may be accepted. Supervisory Aptitude is the demonstration of aptitude or potential for performing supervisory duties through successful completion of regular or special assignments which involve some supervisory

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responsibilities; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments, or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

Substitution of Education for Experience:

- (1) Possession of a master's degree or successful completion of thirty (30) graduate semester credits or its equivalent in sociology, social work, psychology, public health or other related field from an accredited university may be substituted for one (1) year of Specialized Experience.
- (2) Successful completion of all requirements for a Ph.D., in the above described fields from an accredited university may be substituted for two (2) years of the Specialized Experience requirement.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the

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pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the classes PROGRAM SPECIALIST (SUBSTANCE ABUSE) III, IV and V [PRGM SPCLT (SUBSTANCE ABUSE) III, IV and V, which were approved on July 11, 1978.

DATE APPROVED: 11/13/02

/s/ Dawn Young

DAVIS K. YOGI

Director of Human Resources Development